



## Parklands Venue Booking Form

Please return this form to: [office@parklandsclub.co.uk](mailto:office@parklandsclub.co.uk)

Date of Enquiry: .....

### General Information

Name of Contact Person: ..... Contact Number: .....

Email address: .....

Address: ..... Postcode: .....

### Event Information

Requested date of Event: ..... Number of guests expected: .....

Expected start time: ..... Expected finish time: .....

Type of Event: .....

### Catering required: (If yes please select from the below choices)

- Buffet A
- Buffet B
- Superior Buffet
- I would like to choose from the other menus

Please note that all catering requirements must be submitted 2 weeks prior to the event date if under 50 guests and 4 weeks if over 50 guests.

### Room required:

For details of each room please see our hire information booklet.

- Ballroom
- Function room 1
- Function room 2

### Other requirements:

(Please provide any other requests below)

### Terms and Conditions

Room bookings will only be provisional until a deposit has paid.

A deposit of 10% must be paid within 14 days for the booking to be confirmed, this is not refundable.

For an event with under 50 guests. Full payment must be received 4 weeks prior to the event.

For an event with over 50 guests. Full payment must be received 8 weeks prior to the event.